

**AGENDA**  
**Irving Convention and Visitors Bureau Board of Directors**  
**Executive Committee**  
**Friday, May 17, 2019 at 9:00 AM**  
**Irving Convention Center, First Floor Board Room**  
**500 W. Las Colinas Blvd.**  
**Irving, Texas 75039**

---

NOTE: A possible quorum of the Irving Convention and Visitors Bureau Board of Directors may be present at this committee meeting.

---

1. Accepting the ICVB Financial Reports for April 2019
2. Accepting the Irving Convention Center Financial Reports for April 2019
3. Chairman / Executive Director Reports
  - a. Approving April 19, 2019 Minutes
  - b. Review of May 20, 2019 Board meeting draft agenda
  - c. Overview of 2019-20 Budget
4. Next meeting – Friday, June 21, 2019

**CERTIFICATION**

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

\_\_\_\_\_ at \_\_\_\_\_ and remained so posted at least 72 hours before said meeting convened.

\_\_\_\_\_  
Deputy Clerk, City Secretary's Office

---

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas government code.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.



## ICVB FINANCIAL STATEMENTS

For Period Ending:  
April 30, 2019

IRVING CONVENTION AND VISITORS BUREAU  
GENERAL FUND  
BALANCE SHEET  
APRIL 30, 2019

---

**ASSETS**

Cash	24,457
Petty Cash	250
Investments	426,000
Accounts Receivable - Miscellaneous	8,253
Total Assets	<u>458,960</u>

**LIABILITIES AND FUND BALANCE**

***LIABILITIES***

Accounts Payable	73,031
Accrued Wages and Benefits	(3,313)
Due to City of Irving General Fund	359
	<u>70,077</u>

***FUND BALANCE***

Reserved for Encumbrances	638,683
Unreserved	(249,800)
Total Fund Balance	<u>388,883</u>
Total Liabilities and Fund Balance	<u>458,960</u>

Notes:

Reserved for Encumbrances:

Crowdriff - 19,683

Destination Analysts - 35,000

Irving Convention Center/Fulcrum - 34,162

Maloney Strategic Communications - 10,680

Media Advertising - 329,829

Simpleview - 131,658

Tucker & Associates - 29,770

Miscellaneous - 47,901

IRVING CONVENTION AND VISITORS BUREAU  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE SEVEN MONTH PERIOD ENDING APRIL 30, 2019

	----- Budget -----		----- Actual -----			Unencumbered	Percent	Prior
	Adopted	Adjusted	Current Month	Year-to-Date	Encumbrances	Available Budget	Collected/ Expended	Year to Date Actual
<b><u>REVENUES AND TRANSFERS IN:</u></b>								
<b><u>REVENUES:</u></b>								
Hotel/Motel Taxes:								
Current Year	8,593,019	8,593,019	0	2,021,035	0	6,571,984	23.52%	1,928,421
Penalties and Interest	0	0	0	0	0	0	0.00%	4,051
Prior Years	0	0	0	7,360	0	(7,360)	0.00%	0
Interest	26,450	26,450	2,486	11,294	0	15,156	42.70%	13,335
State of Texas Events Trust Fund	25,000	25,000	0	0	0	25,000	0.00%	9,622
Miscellaneous	13,000	13,000	8,178	11,918	0	1,082	91.68%	15,443
Total Revenues	<u>8,657,469</u>	<u>8,657,469</u>	<u>10,664</u>	<u>2,051,607</u>	<u>0</u>	<u>6,605,862</u>	<u>23.70%</u>	<u>1,970,872</u>
<b>TOTAL REVENUES AND TRANSFERS IN</b>	<u>8,657,469</u>	<u>8,657,469</u>	<u>10,664</u>	<u>2,051,607</u>	<u>0</u>	<u>6,605,862</u>	<u>23.70%</u>	<u>1,970,872</u>
<b><u>EXPENDITURES AND TRANSFERS OUT:</u></b>								
<b><u>EXPENDITURES:</u></b>								
Salaries	2,257,287	2,224,228	158,553	1,180,404	0	1,043,824	53.07%	1,086,381
Benefits	564,825	564,825	41,630	309,326	0	255,499	54.76%	306,975
Supplies	46,975	49,788	877	17,420	6,700	25,668	48.45%	17,365
Equipment Maintenance	6,300	6,300	326	1,576	0	4,724	25.02%	2,209
Miscellaneous	179,025	179,025	35,839	113,341	0	65,684	63.31%	119,728
Equipment Rentals	6,900	6,900	825	1,938	1,650	3,312	52.00%	1,650
Special Services	1,824,765	1,890,545	118,979	809,073	297,669	783,803	58.54%	891,944
Facility Management Services	1,395,000	1,395,000	0	698,000	0	697,000	50.04%	698,000
Advertising Projects	146,400	197,665	1,226	91,819	2,835	103,011	47.89%	9,568
Sponsorships / Partnerships	125,000	147,059	0	82,059	0	65,000	55.80%	59,966
Media Advertising	580,000	663,098	27,311	271,760	329,829	61,509	90.72%	222,935
Travel	666,580	666,580	28,777	276,933	0	389,647	41.55%	247,332
Promotions / Special Events	1,080,150	1,061,935	123,328	467,576	0	594,359	44.03%	403,829
Memberships	91,215	91,215	12,718	46,825	0	44,390	51.33%	54,433
Total Expenditures	<u>8,970,422</u>	<u>9,144,163</u>	<u>550,389</u>	<u>4,368,050</u>	<u>638,683</u>	<u>4,137,430</u>	<u>54.75%</u>	<u>4,122,315</u>
<b><u>TRANSFERS OUT:</u></b>								
Transfer to ICVB Reserve Fund	125,000	125,000	0	0	0	125,000	0.00%	0
Transfer to ICC Reserve/CIP Fund	400,000	705,281	0	0	0	705,281	0.00%	0
Total Transfers Out	<u>525,000</u>	<u>830,281</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>830,281</u>	<u>0.00%</u>	<u>0</u>
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<u>9,495,422</u>	<u>9,974,444</u>	<u>550,389</u>	<u>4,368,050</u>	<u>638,683</u>	<u>4,967,711</u>	<u>50.20%</u>	<u>4,122,315</u>

Percent of year completed = 58.3%

IRVING CONVENTION AND VISITORS BUREAU  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
FOR THE SEVEN MONTH PERIOD ENDING APRIL 30, 2019

---

**SUMMARY:**

Beginning Fund Balance at October 1, 2018	2,705,326
Revenues and Transfers In	2,051,607
Expenditures and Transfers Out	<u>(4,368,050)</u>
Ending Fund Balance at April 30, 2019	388,883
Encumbrances	<u>(638,683)</u>
Unreserved Fund Balance at April 30, 2019	<u><u>(249,800)</u></u>

**NOTES:**

Adjusted Budget

The adjusted budget includes prior year encumbrances in the amount of 173,741.

Revenues & Transfers In

Hotel/Motel Taxes: Taxes for the 1st quarter (Oct-Dec) were received in February.

Expenditures & Transfers Out

Special Services: Advertising Agency (MSC) - 62,868; Outside Services - 55,985; Miscellaneous - 126

Facility Management Services: Two subsidy payments to SMG have been processed.

Promotions / Special Events: Business Development Incentive Program - 72,709; Local Programs - 47,405; Miscellaneous - 3,214

# Irving Convention & Visitors Bureau

## Check Register Report - April 2019

BANNER2 Generated: 5/8/2019 3:21:17 PM



Batch: 7656

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060175	04/04/19	BH DFW PROPERTY LP (WESTIN DFW)	\$	410.00
80060176	04/04/19	BT HOTEL LAS COLINAS LLC (NYLO HOTEL)	\$	965.00
80060177	04/04/19	SUSAN D. CUTTS	\$	743.75
80060178	04/04/19	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	2,429.00
80060179	04/04/19	DOUBLETREE DALLAS DFW AIRPORT	\$	222.00
80060180	04/04/19	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	2,860.00
80060181	04/04/19	MARK Q. FREEMAN	\$	30.00
80060182	04/04/19	GARRETT SPEAKERS INTERNATIONAL, INC	\$	2,500.00
80060183	04/04/19	HILTON GARDEN INN LAS COLINAS	\$	380.00
80060184	04/04/19	IF GATHERING	\$	3,935.00
80060185	04/04/19	M DAVIS ADVOCATES LLC	\$	8,000.00
80060186	04/04/19	NATIONAL FOUNDATION REPAIR ASSOCIATION	\$	385.00
80060187	04/04/19	OMNI MANDALAY HOTEL	\$	2,750.00
80060188	04/04/19	PETTY CASH	\$	101.16
80060189	04/04/19	SHERATON DFW AIRPORT HOTEL	\$	1,528.00
80060190	04/04/19	TEXAS STEEL GUITAR ASSOCIATION	\$	3,635.00
80060191	04/04/19	TUCKER & ASSOCIATES, LLC	\$	66.20
17 payments Batch Total: \$				30,940.11

Batch: 7669

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060192	04/18/19	ADARA, INC	\$	7,500.00
80060193	04/18/19	AMERICAN EXPRESS	\$	43,862.69
80060194	04/18/19	ARES TRAVEL INC.	\$	1,250.00
80060195	04/18/19	ERIN BENDER	\$	45.50
80060196	04/18/19	CAROL J. BOYER JAUDS	\$	97.19
80060197	04/18/19	CONFERENCE DIRECT	\$	3,900.00
80060198	04/18/19	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	1,916.00
80060199	04/18/19	DESTINATIONS INTERNATIONAL	\$	9,180.00
80060200	04/18/19	KATHERINE DIPIETRO	\$	139.00
80060201	04/18/19	DOUBLETREE DALLAS DFW AIRPORT	\$	2,360.00
80060202	04/18/19	FEDERAL EXPRESS CORPORATION	\$	135.14
80060203	04/18/19	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	800.00
80060204	04/18/19	HILTON GARDEN INN LAS COLINAS	\$	2,045.00
80060205	04/18/19	CHERYL HOPKINS	\$	66.39

continued on next page

## Batch: 7669

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060206	04/18/19	IMAGO MEDIA, INC.	\$	2,500.00
80060207	04/18/19	IRVING - LAS COLINAS ROTARY CLUB	\$	212.00
80060208	04/18/19	MARIANNE LAUDA	\$	104.04
80060209	04/18/19	KATHY LEVINE	\$	65.00
80060210	04/18/19	BRENDA LOPEZ	\$	65.00
80060211	04/18/19	MALONEY STRATEGIC COMMUNICATIONS	\$	62,868.43
80060212	04/18/19	LORI MANSELL	\$	168.22
80060213	04/18/19	KAYLA MANSOUR	\$	105.66
80060214	04/18/19	MEETING PROFESSIONALS INTERNATIONAL	\$	2,500.00
80060215	04/18/19	PHILIP G. NICHOLSON	\$	475.00
80060216	04/18/19	OMNI Mandalay Hotel	\$	3,565.00
80060217	04/18/19	PCMA SERVICES	\$	1,350.00
80060218	04/18/19	DIANA PFAFF	\$	55.00
80060219	04/18/19	PITNEY BOWES GLOBAL FINANCIAL SVCS, LLC	\$	825.12
80060220	04/18/19	SHERATON DFW AIRPORT HOTEL	\$	1,934.00
80060221	04/18/19	CAROL STODDARD	\$	132.91
80060222	04/18/19	TEXAS DEPARTMENT OF TRANSPORTATION	\$	660.25
80060223	04/18/19	TUCKER & ASSOCIATES, LLC	\$	4,000.00
80060224	04/18/19	VERIZON WIRELESS	\$	491.90
80060225	04/18/19	MONTY WHITE	\$	230.00
			34 payments Batch Total: \$	155,604.44

## Batch: 7678

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060226	04/25/19	BH DFW PROPERTY LP (WESTIN DFW)	\$	1,907.00
80060227	04/25/19	CROWDRIFT INC.	\$	2,187.00
80060228	04/25/19	SUSAN D. CUTTS	\$	525.00
80060229	04/25/19	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	2,283.00
80060230	04/25/19	DALLAS FORT WORTH AIRPORT MARRIOTT	\$	2,905.00
80060231	04/25/19	FOUR SEASONS RESORT & CLUB DALLAS AT LAS COLINAS	\$	3,960.00
80060232	04/25/19	HILTON GARDEN INN LAS COLINAS	\$	120.00
80060233	04/25/19	IRVING CONVENTION CENTER	\$	25,545.43
80060234	04/25/19	IRVING CONVENTION CENTER	\$	9,294.52
80060235	04/25/19	MEETINGS TODAY	\$	4,800.00
80060236	04/25/19	NORTHSTAR TRAVEL MEDIA, LLC	\$	2,000.00
80060237	04/25/19	R FOX DESIGNS, LP	\$	750.00
80060238	04/25/19	SHERATON DFW AIRPORT HOTEL	\$	1,030.00
80060239	04/25/19	SIMPLEVIEW WORLDWIDE, INC.	\$	2,397.00

continued on next page

Batch: 7678

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
80060240	04/25/19	SIMPLEVIEW WORLDWIDE, INC.	\$	20,958.66
80060241	04/25/19	STAPLES	\$	176.64
80060242	04/25/19	TRIPADVISOR, LLC	\$	900.44
80060243	04/25/19	WFAA-TV INC	\$	8,700.00
			18 payments Batch Total: \$	90,439.69
			69 payments Sub Total: \$	276,984.24

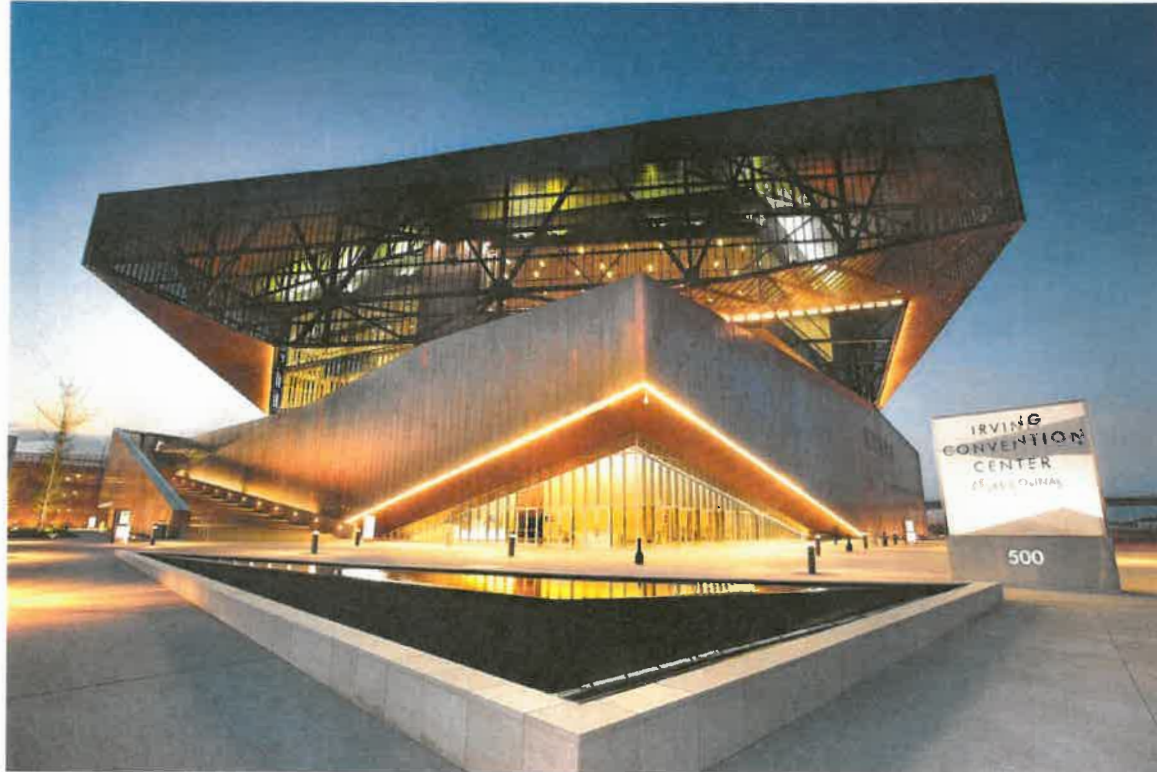
## SUMMARY

69 payments TOTAL: \$ 276,984.24





IRVING CONVENTION CENTER  
AT LAS COLINAS



Date Distributed: May 13, 2019

# Monthly Financial Summary

For Period Ending April 30, 2019

IRVING CONVENTION CENTER  
Monthly Financial Reports  
Table of Contents  
Period Ending  
April 30, 2019

Section	Page
Forecast Report	3
Financial Statements Monthly Highlights	4
Financial Statements Year to Date Highlights	5
Balance Sheet	6
Income Statement	7
Year over Year Income Comparison Statement	9
Monthly Event Income Statement 702 Banquets	10
Monthly Event Income Statement 703 Consumer / Public Shows	11
Monthly Event Income Statement 705 Conventions	12
Monthly Event Income Statement 708 Meetings	13
Monthly Event Income Statement 710 Tradeshow	14
Monthly Event Income Statement 721 ICVB	15

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Event Income													
Direct Event Income													
Rental Income	149,333	68,131	33,970	63,975	124,800	158,913	182,875	114,865	74,395	111,500	163,700	120,270	1,366,726
Service Income	54,972	45,310	39,186	20,276	50,979	47,795	127,707	38,066	29,066	35,066	39,066	58,522	586,011
Service Expenses	(104,721)	(110,920)	(53,660)	(74,381)	(108,715)	(90,103)	(168,051)	(83,300)	(82,475)	(84,300)	(87,885)	(84,980)	(1,133,491)
Total Direct Event Income	99,584	2,521	19,496	9,870	67,064	116,605	142,531	69,631	20,986	62,266	114,881	93,812	819,246
Ancillary Income													
F & B Concessions	36,083	4,486	3,101	14,907	16,273	23,917	31,379	1,000	3,750	3,750	3,250	8,250	150,145
F & B Catering	259,698	219,548	341,388	384,540	452,880	162,213	201,074	460,800	373,371	150,150	171,475	161,600	3,338,737
Parking: Self Parking	47,590	5,619	(854)	17,873	18,318	35,447	30,605	20,090	21,200	14,400	25,604	23,680	259,574
Electrical Services	15,176	2,883	6,315	14,715	12,820	38,878	37,525	3,260	24,000	750	3,000	3,000	162,322
Audio Visual	-	-	3	30	(1,447)	1,301	(58)	-	-	-	-	-	(171)
Internet Services	555	125	-	-	-	2,397	2,742	-	1,250	900	780	950	9,698
Total Ancillary Income	359,102	232,661	349,953	432,065	498,844	264,153	303,267	485,150	423,571	169,950	204,109	197,480	3,920,306
Total Event Income	458,686	235,182	369,449	441,935	565,908	380,758	445,798	554,781	444,557	232,216	318,990	291,292	4,739,552
Other Operating Income	21,305	33,334	25,594	76,444	43,462	15,852	40,201	35,200	37,056	31,000	39,200	35,568	434,217
ICVB Operating Subsidy			348,000			350,000			348,750			348,250	1,395,000
Adjusted Gross Income	479,991	268,516	743,043	518,379	609,370	746,611	485,999	589,981	830,363	263,216	358,190	675,110	6,568,769
Operating Expenses													
Employee Salaries and Wages	230,208	211,994	295,950	228,291	199,150	205,064	203,447	215,879	211,379	211,379	211,379	211,272	2,635,391
Benefits	55,020	61,618	66,098	66,299	64,558	64,418	65,044	66,002	60,602	60,602	60,602	159,530	850,392
Less: Event Labor Allocations	(67,492)	(77,786)	(50,423)	(50,905)	(56,624)	(46,077)	(48,150)	(46,375)	(46,375)	(46,375)	(46,375)	(46,375)	(629,333)
Net Employee Wages and Benefits	217,736	195,826	311,625	243,685	207,084	223,405	220,341	235,505	225,605	225,605	225,605	324,426	2,856,450
Contracted Services	63,247	63,778	70,975	62,066	53,814	55,954	57,982	63,790	63,790	63,790	63,790	64,190	747,166
General and Administrative	37,849	41,516	48,468	34,104	39,690	34,520	31,600	44,837	41,587	56,137	47,632	134,981	592,921
Operations	61,736	37,486	36,298	55,399	42,840	44,957	38,218	43,933	43,933	43,933	43,933	44,012	536,677
Repair & Maintenance	63,632	46,729	42,881	44,357	51,275	58,412	32,345	51,775	48,275	48,275	48,275	48,275	584,507
Supplies	23,696	27,123	8,539	17,559	6,565	7,464	15,497	14,628	15,128	14,628	14,628	15,128	180,583
Insurance	6,373	6,476	6,545	6,189	6,519	6,863	6,223	8,000	8,000	8,000	8,000	8,000	85,188
Utilities	42,583	40,959	52,957	35,824	53,031	41,890	48,407	49,334	49,334	49,334	49,334	49,334	562,322
SMG Management Fees	43,521	41,556	46,399	53,888	58,743	34,558	39,109	38,986	35,986	15,114	13,486	13,486	434,831
Total Operating Expenses	560,373	501,449	624,687	553,071	519,561	508,023	489,721	550,788	531,638	524,816	514,683	701,832	6,580,645
Net Income (Loss) From Operations	(80,382)	(232,933)	118,356	(34,692)	89,809	238,588	(3,723)	39,193	298,724	(261,600)	(156,493)	(26,722)	(11,877)
Net Income After Other Income (Expenses)	(80,382)	(232,933)	118,356	(34,692)	89,809	238,588	(3,723)	39,193	298,724	(261,600)	(156,493)	(26,722)	(11,877)
Budget Forecast Comparison by Month													
2019	355,094	(45,974)	(149,927)	(98,439)	(13,378)	(5,753)	(11,877)						
2018	47,856	494,666	472,986	314,913	336,267	350,441	290,325	430,161	460,996	355,888	232,993	305,281	

IRVING CONVENTION CENTER/SMG  
Financial Statements Monthly Highlights  
For the Month Ending April 30, 2019

	Current Actual	Current Budget	Variance	Prior Year Actual
Attendance	25,015	26,755	(1,740)	41,325
Events	21	11	10	32
Event Days	37	21	16	48
Direct Event Income	142,531	162,364	(19,833)	147,364
Ancillary Income	303,267	376,502	(73,235)	315,950
Total Event Income	445,798	538,866	(93,068)	463,314
Other Operating Income	40,201	61,110	(20,909)	61,110
Adjusted Gross Income	485,999	599,976	(113,977)	524,424
Indirect Expenses	(489,722)	(560,904)	71,182	(528,406)
Net Income (Loss) From Operations	(3,723)	39,072	(42,795)	(3,982)

IRVING CONVENTION CENTER/SMG  
Financial Statements Year to Date Highlights  
For the Seven Months Ending April 30, 2019

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	135,973	105,425	30,548	149,570
Events	146	91	55	164
Event Days	234	151	83	243
Direct Event Income	457,673	614,385	(156,712)	517,383
Ancillary Income	2,440,054	2,464,607	(24,553)	2,569,786
Total Event Income	2,897,727	3,078,992	(181,265)	3,087,169
Other Operating Income	256,190	427,505	(171,315)	461,504
Adjusted Gross Income	3,153,917	3,506,497	(352,580)	3,548,673
Indirect Expenses	(3,756,878)	(4,007,965)	251,087	(3,909,354)
Net Income (Loss) From Operations	(602,961)	(501,468)	(101,493)	(360,681)

IRVING CONVENTION CENTER/SMG

Balance Sheet

April 30, 2019

**ASSETS**

**Current Assets**

Cash	\$	1,570,057
Accounts Receivable		336,266
Prepaid Assets		40,747
Inventory		62,856

Total Current Assets		2,009,926
----------------------	--	-----------

<b>Total Assets</b>	<b>\$</b>	<b>2,009,926</b>
---------------------	-----------	------------------

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$	478,235
Accrued Expenses		308,130
Deferred Income		0
Advance Ticket Sales/Deposits		1,129,527
Other Current Liabilities		0

Total Current Liabilities		1,915,892
---------------------------	--	-----------

**Long-Term Liabilities**

Long Term Liabilites		0
----------------------	--	---

Total Long-Term Liabilities		0
-----------------------------	--	---

Total Liabilities		1,915,892
-------------------	--	-----------

**Equity**

Net Funds Received		10,811,638
Retained Earnings		(10,114,643)
Net Income (Loss)		(602,961)

Total Equity		94,034
--------------	--	--------

<b>Total Liabilities &amp; Equity</b>	<b>\$</b>	<b>2,009,926</b>
---------------------------------------	-----------	------------------

**IRVING CONVENTION CENTER/SMG**  
**Income Statement**  
For the Seven Months Ending April 30, 2019

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
<b>EVENT INCOME</b>							
Direct Event Income							
Rental Income	182,875	179,515	3,360	781,997	721,086	60,911	721,086
Service Revenue	127,707	59,522	68,185	386,220	348,436	37,784	348,434
Service Expenses	(168,051)	(76,673)	(91,378)	(710,544)	(455,137)	(255,407)	(552,137)
Total Direct Event In	142,531	162,364	(19,833)	457,673	614,385	(156,712)	517,383
Ancillary Income							
F & B Concessions	31,379	39,995	(8,616)	130,153	142,486	(12,333)	136,250
F & B Catering	201,074	298,244	(97,170)	2,021,341	2,004,543	16,798	2,179,164
Parking	30,605	20,343	10,262	154,601	193,650	(39,049)	143,604
Electrical Services	37,525	16,250	21,275	128,312	111,313	16,999	102,713
Audio Visual	(58)	0	(58)	(172)	0	(172)	(4,310)
Internet Services	2,742	1,670	1,072	5,819	12,615	(6,796)	12,365
Total Ancillary Inco	303,267	376,502	(73,235)	2,440,054	2,464,607	(24,553)	2,569,786
Total Event Income	445,798	538,866	(93,068)	2,897,727	3,078,992	(181,265)	3,087,169
<b>OTHER OPERATING INCOME</b>							
Other Income	40,201	61,110	(20,909)	256,190	427,505	(171,315)	461,504
Total Other Operatin	40,201	61,110	(20,909)	256,190	427,505	(171,315)	461,504
Adjusted Gross Inco	485,999	599,976	(113,977)	3,153,917	3,506,497	(352,580)	3,548,673
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	203,447	239,709	36,262	1,574,100	1,677,963	103,863	1,390,912
Payroll Taxes & Ben	65,044	71,466	6,422	443,057	500,262	57,205	344,498
Labor Allocations to	(48,150)	(43,201)	4,949	(397,457)	(302,407)	95,050	(223,921)
Net Salaries and Ben	220,341	267,974	47,633	1,619,700	1,875,818	256,118	1,511,489
Contracted Services	57,982	52,045	(5,937)	427,817	364,315	(63,502)	475,850
General and Adminis	31,600	41,959	10,359	267,743	343,600	75,857	418,062
Operating	38,218	45,260	7,042	316,933	346,820	29,887	330,559
Repairs & Maintenan	32,345	46,096	13,751	339,631	322,672	(16,959)	368,749
Operational Supplies	15,497	14,917	(580)	106,441	106,169	(272)	146,853
Insurance	6,223	8,333	2,110	45,188	58,331	13,143	39,572
Utilities	48,407	48,334	(73)	315,651	338,338	22,687	310,110
SMG Management F	39,109	35,986	(3,123)	317,774	251,902	(65,872)	299,251
Total Indirect Expens	489,722	560,904	71,182	3,756,878	4,007,965	251,087	3,900,495

An SMG Managed Facility

IRVING CONVENTION CENTER/SMG  
Income Statement  
For the Seven Months Ending April 30, 2019

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Net Income (Loss)	(3,723)	39,072	(42,795)	(602,961)	(501,468)	(101,493)	(351,822)



IRVING CONVENTION CENTER/SMG  
Year Over Year Income Comparison  
For the Seven Months Ending April 30, 2019

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	182,875	179,515	138,460	144,032	114,989	101,704
F & B Concessions	31,379	39,995	12,928	20,109	12,722	4,277
F & B Catering	201,074	246,994	232,992	327,006	342,363	284,361
Total Event Income	445,798	463,314	386,814	494,709	476,476	397,370
Total Indirect Expenses	489,722	528,406	453,183	475,037	496,426	439,973

	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	781,997	721,086	570,321	754,142	847,780	646,849
F & B Concessions	130,153	136,250	93,678	154,622	149,976	103,262
F & B Catering	2,021,341	2,179,164	1,886,002	2,018,068	1,666,564	1,288,176
Total Event Income	2,897,727	3,087,169	2,590,348	3,010,478	2,786,653	2,077,376
Total Indirect Expenses	3,756,878	3,909,354	3,416,051	3,159,226	3,097,617	2,894,404

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Banquets  
For the Seven Months Ending April 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,461	1,000	14,129	8,470
Events	3	2	30	19
Event Days	3	2	32	19
Direct Event Income				
Rental Income	0	0	29,350	20,025
Service Revenue	1,475	0	43,732	0
Service Expenses	(4,328)	0	(72,939)	0
Total Direct Event Income	(2,853)	0	143	20,025
Ancillary Income				
F & B Concessions	0	0	517	0
F & B Catering	35,805	26,250	519,680	230,437
Parking	0	0	1,794	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	4,170	0
Audio Visual	(58)	0	(5)	0
Internet Services	0	0	0	0
Total Ancillary Income	35,747	26,250	526,156	230,437
Total Event Income	32,894	26,250	526,299	250,462

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Consumer / Public Shows  
For the Seven Months Ending April 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	18,130	22,300	55,886	48,300
Events	4	3	14	9
Event Days	13	7	43	22
Direct Event Income				
Rental Income	95,925	90,725	282,388	227,744
Service Revenue	55,417	0	126,214	750
Service Expenses	(70,064)	0	(202,089)	0
Total Direct Event Income	81,278	90,725	206,513	228,494
Ancillary Income				
F & B Concessions	26,137	15,000	86,634	45,000
F & B Catering	28,780	16,500	69,727	32,625
Parking	10,557	11,480	72,781	33,620
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	4,080	0	24,491	0
Audio Visual	0	0	0	0
Internet Services	0	0	852	0
Total Ancillary Income	69,554	42,980	254,485	111,245
Total Event Income	150,832	133,705	460,998	339,739

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Conventions  
For the Seven Months Ending April 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,567	1,000	12,957	6,200
Events	2	1	6	4
Event Days	4	3	14	13
Direct Event Income				
Rental Income	37,000	23,000	98,900	81,900
Service Revenue	35,963	0	74,240	0
Service Expenses	(43,335)	0	(111,008)	0
Total Direct Event Income	29,628	23,000	62,132	81,900
Ancillary Income				
F & B Concessions	1,732	0	13,211	2,500
F & B Catering	46,839	30,000	210,639	130,500
Parking	8,607	410	21,036	14,350
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	24,155	0	27,746	0
Audio Visual	0	0	0	0
Internet Services	400	0	400	0
Total Ancillary Income	81,733	30,410	273,032	147,350
Total Event Income	111,361	53,410	335,164	229,250

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Meetings  
For the Seven Months Ending April 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	3,140	2,375	34,027	21,889
Events	8	4	59	37
Event Days	12	7	87	56
Direct Event Income				
Rental Income	30,900	21,200	134,788	102,650
Service Revenue	16,590	500	70,642	500
Service Expenses	(29,510)	0	(182,918)	0
Total Direct Event Income	17,980	21,700	22,512	103,150
Ancillary Income				
F & B Concessions	27	0	9,131	5,000
F & B Catering	87,348	56,625	1,150,668	625,629
Parking	9,216	4,346	24,570	9,102
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	2,840	0	30,481	0
Audio Visual	0	0	(87)	0
Internet Services	350	0	1,050	0
Total Ancillary Income	99,781	60,971	1,215,813	639,731
Total Event Income	117,761	82,671	1,238,325	742,881

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: Trade Shows  
For the Seven Months Ending April 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	670	80	7,330	5,450
Events	2	1	7	6
Event Days	3	2	19	15
Direct Event Income				
Rental Income	19,050	2,800	83,500	67,075
Service Revenue	18,262	0	47,933	1,000
Service Expenses	(20,814)	0	(76,373)	0
Total Direct Event Income	16,498	2,800	55,060	68,075
Ancillary Income				
F & B Concessions	566	0	4,780	500
F & B Catering	2,280	1,875	67,587	44,250
Parking	2,225	164	20,032	410
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	6,450	0	40,260	0
Audio Visual	0	0	1,350	0
Internet Services	1,992	0	3,742	0
Total Ancillary Income	13,513	2,039	137,751	45,160
Total Event Income	30,011	4,839	192,811	113,235

IRVING CONVENTION CENTER/SMG  
Monthly Event Income Statement: ICVB  
For the Seven Months Ending April 30, 2019

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	47	0	707	116
Events	2	0	17	5
Event Days	2	0	17	5
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	4,105	0
Service Expenses	0	(76,673)	(4,949)	(455,137)
Total Direct Event Income	0	(76,673)	(844)	(455,137)
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	336	900	7,473	2,025
Parking	0	3,943	0	124,688
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	(1,330)	0
Internet Services	0	1,670	0	12,615
Total Ancillary Income	336	6,513	6,143	139,328
Total Event Income	336	(70,160)	5,299	(315,809)

**MINUTES**  
**IRVING CONVENTION AND VISITORS BUREAU**  
**BOARD OF DIRECTORS - EXECUTIVE COMMITTEE MEETING**  
**IRVING CONVENTION CENTER**  
**April 19, 2019**

Attendance: Clem Lear - Board Chair, Ron Mathai - Board Vice Chair; Debbi Haacke, Rick Lindsey, and Greg Malcolm – Committee Members; Bob Bettis, Karen Cooperstein, and Joe Marshall– Board Members; Tom Meehan, Matt Tungett, and Verenis Pedraza – SMG/ICC; Maura Gast and Carol Boyer.

Board Chair Clem Lear called the meeting to order at 9:00 a.m.

Executive Director Maura Gast reviewed the ICVB Financial reports for March 2019. She noted there was nothing unusual to report but did point out the second subsidy payment to SMG was processed this month. In reviewing the Check Register, Gast noted the majority of expenses were for Business Development Incentive payments and staff reimbursements for cell phone and mileage. In response to a question, Gast clarified checks to the Texas House of Representatives are for flags as a service to groups from Convention Services. Flags are flown at half-staff in honor of a specific group, and then framed and presented with an official letter.

Lear asked for a motion to accept the ICVB Financials for March 2019. With a motion from Board Member Greg Malcolm, and a second from Board Member Debbi Haacke, the motion was unanimously approved.

General Manager Tom Meehan gave an overview of the ICC March 2019 financial reports. He reported in the snapshot report, the ICC was budgeted for -\$149,196 and reported an actual of -\$111,413, which is \$37,783 better than budget. For the year, budget was -\$540,540 and reported an actual of -\$599,235, which is -\$58,695 behind budget. Meehan reviewed the Income Statement and pointed out Rental is \$67,938 significantly up for the month, Food and Beverage Catering is up \$44,174 and Electrical Services was budgeted to make \$22,195 and reported an actual of \$38,878 due to a large show. Total Event Income reported \$40,097 better than budget. Meehan reported Expenses are relatively flat, but one area that is reporting over budget is Repairs and Maintenance, which seems to be common as things get older and need repairs. Overall, Expenses are up \$58,892 year-to-date.

In response to a question from Board Member Rick Lindsey, Meehan said that any variance in utilities, due to the large show that used a great amount of electricity, will show up in next month's report. Meehan responded to Board Vice Chair Ron Mathai and noted that the only staff opening at this time is for an Operations Manager. He further noted that salary and wages depend on how many weeks are in the month and can vary. Board Member Joe Marshall questioned Service and Other Income differences this year from last year, and Meehan stated Service depends on the type of event; i.e., could cover Police, Emergency Medical, Labor, etc. and as bigger shows are booked, they have those service requirements. Meehan also clarified



the large difference in Other Income, commenting that when budget numbers were presented the parking income from the Westin Convention Center Hotel garage was included, which then did not open as expected. The Westin does not start their parking lease until 120 days from opening, which means any new revenues will not be seen until October 2019. Board Member Karen Cooperstein inquired about signage to the Convention Center garage from The Pavilion at Toyota Music Factory when large concerts are scheduled. Meehan stated the corner intersection of Las Colinas Blvd. and Promenade Parkway will be staffed for directional information. The monument sign on Northwest Highway has vehicles coming around the back entrance of the Convention Center and will help drive people through Promenade Parkway to the entrance of the garage where event parking signs will drive traffic to the garage. This will kick off for the spring/summer concert season. Gast noted staff is working with The Las Colinas Association on possibilities of a larger sign for the Convention Center. She also noted using the same garage operator for Toyota Music Factory, Westin Hotel and the Convention Center is a big advantage.

Meehan reviewed the forecast report and reported - \$5,753 off budget. He noted that April is a slow month, and financials are expected to go backward, but June is projected to be the difference maker in the year. Director of Sales Matt Tungett reported the Texas Home and Garden Show, Hilti meeting, and Steubenville group will all be at the Convention Center in June. Jehovah Witness groups are contracted for five weekends over the summer. Meehan noted the next few months will see financials go up and down, but this month is right at budget. The forecast is very conservative, and typically most shows will do better than forecast. The building is nine years old and there are 10-year projects that will come to fruition. The cooling towers have a 10-year life and will be a significant expense when replaced. Larger maintenance projects are spread out to cover some each year and still stay on top of the needs for repairs.

Meehan reviewed the Year-Over-Year Income Comparison report. The report shows a history comparison and Meehan pointed out Rental for this year is over previous years and only Year 4 was higher.

Lear asked for a motion to accept the ICC financials for March 2019. With a motion from Haacke, and a second from Malcolm, the motion was unanimously approved.

Lear asked for a motion to approve the Executive Committee meeting minutes from March 22, 2019. Haacke made a motion to approve; with a second from Board Vice Chair Ron Mathai, the motion was unanimously approved.

Lear reviewed the April 22, 2019 Board meeting agenda. She noted the Irving convention Center Environmental Initiatives presentation will be postponed. ICVB Marketing and Communications Department provide a South by Southwest Recap, and the High Spirited Citizen nomination for Chuck Kirk will be presented for approval.

Lear thanked everyone who came and participated in the USA Jump Rope Association welcome. She reminded the group of other upcoming events:

- Charity Bowl-A-Thon on April 23 at Pinstack
- Irving Marathon on April 27 followed by the Irving Trivia Contest at The Study
- City Council Work Session update from Gast on May 1
- City Council on May 2 – Proclamation for National Tourism Week at 7:00 p.m.
- Texican Court Opening Event on May 2 from 7:00 – 11:00 p.m.

The next Executive Committee meeting will be held on May 17, 2019.

Lear adjourned the meeting at 9:39 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME  
Executive Director

**AGENDA**  
**Irving Convention & Visitors Bureau Board of Directors**  
**Monday, May 20, 2019 at 11:45 a.m.**  
**The Westin Irving Convention Center at Las Colinas**  
**Melody 2 & 3**  
**400 W. Las Colinas Blvd.**  
**Irving, Texas 75039**

---

NOTE: A possible quorum of the Irving City Council may be present at this committee meeting.

**Consent Agenda**

1. Approving ICVB Board Minutes for April 22, 2019
2. Accepting Irving Convention Center Financial Reports for April 2019
3. Accepting ICVB Financial Reports for April 2019

**Reports**

4. Board Chair Report
5. Board Committee Reports
  - Board & Business Development – Debbi Haacke
    - Tourism Public Improvement District Legislation Update
    - Next Meeting – June 7
  - Community Engagement – Rick Lindsey
    - Recap of National Travel & Tourism Week Proclamation – May 2, 7 pm
    - Next Meeting – July 9 – Irving Driving Tour
  - Destination Development – Greg Malcolm
    - Recap of May 7, 2019 Committee Competitive Site Visit to Frisco/Plano
    - Next Meeting – August 6
6. City Reports
  - a. Council Liaison – Mayor Pro Tem John Danish
  - b. Mayor & Other Council Members
  - c. City Manager – Chris Hillman
    - Visitor Development Updates
    - Headquarter Hotel
    - Toyota Music Factory
    - Other City Updates

## **AGENDA - Continued**

---

7. Bureau Monthly Management Reports
  - a. Executive Director – Maura Gast
  - b. Sales and Services – Lori Fojtasek
  - c. Marketing and Communications – Diana Pfaff
  - d. Finance and Administration – Maura Gast
    - o Smith Travel Research and AirDNA Monthly Reports
8. Convention Center Management Report – Tom Meehan
9. Industry Partner Reports
  - a. The Pavilion at the Music Factory/Live Nation Report – Mike Riley
  - b. Hotel Industry Updates – Greg Malcolm, Dirk Burghartz, Kim Limon, Holly Turner
  - c. Restaurant Industry Update – David Cole
10. Partner Organization & Stakeholder Reports
  - a. DART/Transportation and Infrastructure – Mayor Rick Stopfer
  - b. DCURD – Jacky Knox
  - c. Chamber of Commerce – Lars Rosene/Beth Bowman
  - d. Irving Arts and Culture – Todd Hawkins/Judy Pierson
  - e. TIF – Michael Randall
  - f. The Las Colinas Association – Hammond Perot
  - g. University of Dallas – Karin Riley

### **CERTIFICATION**

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

\_\_\_\_\_ at \_\_\_\_\_ and will remain so posted at least 72 hours before said meeting convened.

\_\_\_\_\_  
Deputy Clerk, City Secretary's Office

---

This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas government code.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.